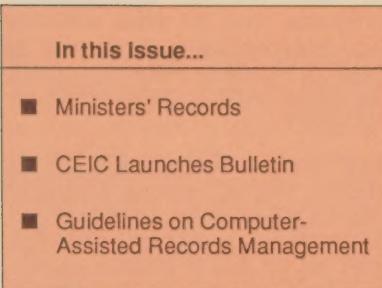


# Government Records Bulletin

Vol. 5 No. 2 July 1989



## In this Issue...

- Ministers' Records
- CEIC Launches Bulletin
- Guidelines on Computer-Assisted Records Management

## ■ Ministers' Records

### Personal and Political Records

Every federal election triggers a flurry of activity in the National Archives when a special effort is made to obtain the personal or political papers of ministers.

Three former ministers chose not to run again in last November's federal election and six were defeated. Of these nine, six have already deposited some or all of their personal or political records with the National Archives. The records will be held in safekeeping until their owners decide whether to donate them or to take them elsewhere. Naturally, it is Archives policy to seek these records of all ministers, in order to complement the story told by the various types of official records that are held in the National Archives.

In addition, six returning ministers have sent over records they accumulated while serving in the previous government. Periodic deposit or donation of records permits ministers to carry on their current duties in a less encumbered fashion, without danger of losing

information they may need for future policy or program decisions.

### Institutional Records

During these transition periods, the institutional records in a minister's office also require careful attention. Ministers usually retain copies of exchanges with their deputy ministers and heads of agencies. These copies — of the institution's proposed responses to correspondence, of policy and program documents generated by the institution, etc. — become a coherent set that helps ministers and their staffs make decisions and provide guidance to their institutions.

**Later, archivists value these documents because such sets of institutional records help to show the part that ministers played in relation to all the activities of their institutions. Future researchers — including former ministers — will examine these collections avidly.**

For this reason, Treasury Board policy has stipulated since 1983 that these records, which are under institutional control, should not be dispersed in the institution's holdings at any time. Rather, they are to be transferred as a set to the National Archives under a separate schedule.

The Government Records Branch is developing guidelines to make this

transfer as simple as possible. Further, we will assist any department that requests help in writing procedures to implement these transfers.

### Office Organization

Every minister's office handles unique records, but a recent telephone survey of 21 departments revealed similarities in how they perform this task.

In most cases a separate records office handles some or all of the records found in the office of a cabinet minister. It usually keeps an extensive set of copies of institutional records, along with personal or political papers if these are not held in the minister's House of Commons office.

A typical records management operation for a minister's office includes a supervisor, records classifiers and records support clerks. They are departmental staff and could number from three in a small office to more than 12 in a larger office. They usually report to an administrative officer in the minister's office but in some cases they report to the records manager of the institution.

The majority of offices use some form of subject file classification system, and an automated system for the recording and retrieval of correspondence.

### Video Information

*A Matter of Record* is a 10-minute videotape about the records found in ministers' offices. Produced by the Government Records Branch, the primary purpose of the video is to bring the new category of "ministerial records" (defined by the *National Archives of Canada Act*, 1987) to the

attention of ministers, their own staff and senior departmental officials. It outlines the four categories of records that the minister's office must keep distinct — institutional, ministerial, personal or political records, and Cabinet papers. The disposal methods and conditions are also reviewed. Archival photographs and film footage used in the video testify to the nation's keen interest in the personal and political records of ministers.

*A Matter of Record* is now available for viewing on the House of Commons OASIS network. A minister's office can call and request to have OASIS play the video on their television monitor. The video is also used as part of a one-day course, "Records in a Minister's Office," that began in April. The course explains, in greater detail than the video, the various types of records and their handling requirements, and offers added practice sessions for departmental and minister's staff who process these records. ■

CEIC's recorded information management staff across Canada. It contains brief articles about programs and policies, regional events and courses as well as photographs and news of the people who do the work.

This is an excellent way to raise the profile of recorded information services, and it helps to circulate headquarters information and regional innovations in a vast and dispersed institution. With the help of internal desktop publishing services, costs are low and benefits high in terms of team-building and esprit de corps. Congratulations! ■

other's area of expertise. This problem is aggravated because, although both fields use a similar vocabulary, they usually define the shared words differently. The guidelines should help close the gap between these two groups of professionals.

The handbook will assist records management specialists as they develop appropriate functional requirements and systems specifications for the full or partial computerized support of their records management programs. And, for those unfamiliar with data processing, it briefly explains some of the salient features of a computerized records management environment.

EDP systems analysts will find the manual helpful because it explains records management activities in considerable detail. With this knowledge, they will be able to develop systems that meet the functional requirements identified by records management personnel.

## ■ Guidelines on Computer-Assisted Records Management

The Government Records Branch is pleased to announce that the long-awaited *Guidelines on Computer-Assisted Records Management* is now available.

We prepared this handbook with records management specialists and EDP specialists in mind. While both groups are vital to the investigation and development of a computer-assisted records management system, they frequently are not familiar with each

By now, all federal records managers and managers of EDP operations should have received a complimentary copy of this book. More copies are available in Canada through authorized bookstore agents and other bookstores or by mail from the Department of Supply and Services for \$13.25 plus \$1.90 for handling. The catalogue number is SA82-4/1-1988. ■

## ■ CEIC Launches Bulletin

*Vision*, the Canada Employment and Immigration Commission's (CEIC's) "official bulletin for Recorded Information Management," is a semi-annual publication first issued in the fall of 1988. The bulletin is written for the

The *Bulletin* is published by the Government Records Branch and Public Programs Branch of the National Archives of Canada.

To submit articles or receive the *Bulletin* write to: *Government Records Bulletin*, National Archives of Canada, 395 Wellington St., Ottawa, Ontario, K1A 0N3

Co-ordinator: Robert Czerny  
Editors: Jane Heney  
Blanche Gaudreault

Le *Bulletin* est publié par la Direction des documents gouvernementaux et la Direction des programmes publics des Archives du Canada. Pour soumettre des articles ou pour recevoir le *Bulletin*, veuillez nous envoyer les renseignements suivants à l'adresse suivante: *Bulletin des documents gouvernementaux, Archives nationales du Canada, 395, rue Wellington, Ottawa (Ontario), K1A 0N3.*

On peut facilement se procurer d'autres exemplaires par l'entremise d'un agent facilement identifiable des librairies associées et autres centres d'édition du gouvernement du Canada. Approuvés par le Service des Postes du Canada, ces derniers sont payables à l'avance par chèque ou mandat postal à l'ordre du Receveur général du Canada (13,25 \$, plus les frais de manutention de 1,90 \$, soit un montant total de 15,15 \$). Le numéro de catalogue est SA82-4/1-1988.

Tous les gestionnaires de documents détiennent des informations détaillées et toutes les coordonnées en un seul endroit. Les informations sont regroupées et peuvent être consultées à tout moment.

Les analystes en informatique peuvent utiliser ces informations pour déterminer si une structure de données est utilisée de manière optimale. Par exemple, si une structure de données est utilisée de manière inefficace, les algorithmes peuvent être optimisés pour améliorer la performance.

néème vocabulaire, il s'attribuent à ceaauquel de mots communs un sens différent. Les lignes directrices qui les séparent sont les suivantes : dans le centre de la place d'un dialogue structurel misse en place deux groupes de personnes qui se débattent dans un espace de communication.

## La CEFIC lance un bulletin

मिस अन प्लैस द्वारा दिलासाई स्टार्टिप्रॉ

Le développement des dernières technologies de l'information et de la communication (TIC) a profondément transformé les pratiques de gestion et de communication dans les organisations. Ces changements ont entraîné une augmentation de la complexité et de la vitesse des processus d'affaires, nécessitant une réflexion approfondie sur la manière dont les organisations peuvent gérer ces transformations.

source: [www.450.org](http://www.450.org)

— CELESTE

Lignes directrices sur la gestion automatisée des documents

La majorité des bureaux utilisent un système de classement des dossiers sujet et un système automatisé de recherche d'information.

#### Information audio-visuelle

pour la nation, ces documents.

# Bulletin des documents gouvernementaux

Vol. 5 n° 2 juillet 1989

The image features two identical, stylized orange chevrons pointing upwards, positioned on either side of a barcode. Each chevron is composed of several horizontal lines. The background is a light cream color.

10

of Canada

Même si chaque bureau de ministre  
traité des documents différents, une  
récente tendance téléphonique mène  
au pôle de vingt et un ministères dans le travail  
réel des documents similaires dans le travail  
ment des documents.

## Organisation des bureaux

La Direction des documents gouver-  
nementaux élabore des lignes  
directrices pour simplifier ce transfert.  
En outre, elle offre de l'aide aux  
ministères relativement à la collaboration  
de procédures de transfert.

Si bien du 1er juillet 1983, le Conseil du Trésor stipule que ces documents, assujettis au contrôle d'un organisme

En outre, six ministres réélus nous ont déjà envoyé des documents massés souss le gouvernement précédent, car

Prénommet une valeur archivis-  
tique importante car il s'agit  
d'un témoignement de la contribu-  
tion des ministres aux  
activités de leur ministère  
et devient des instruments  
mentaux de recherche inestimables pour les futurs cher-  
cheurs, y compris d'anciens

Trois anciens ministres ont décidé de ne pas poser leur candidature en novembre dernier, et six ont été défaits. Six de ces neutres personnes ont déjà placé en dépôt une partie ou la totalité de leurs documents personnels ou politiques aux Archives nationales. Ces documents seront conservés jusqu'à ce que leurs propriétaires décident de les donner ou de les transférer ailleurs. Évidemment, les Archives nationales n'ont pas l'autorisation de détenir les documents ou politiques de tous les ministres afin de compléter l'information.

— Avec le temps, ces documents instituionnels

## Les documents des ministres

- Les documents des ministres
- La CEIC lance un bulletin
- Lignes directrices sur la gestion automatisée des documents